

**Site Facilities and Local Area Information  
Fort Lee Site, Mid-Atlantic Region, DAU**

**DAU Mid-Atlantic Region (Fort Lee Site)**

2401 Quarters Road – Bldg 12500  
Fort Lee, VA 23801-1705

**Main Phone Line:** (804) 765-4411 **Fax Line:** (804) 765-4792

**POCs for the Norfolk Site, DAU-Mid-Atlantic Region**

Mr. Carolyn Jones, Site Manager (804) 765-4444  
Ms. Barbara Skeen, Training Technician (804) 765-4411  
Mr. Mark Elliman, Regional Student Services Officer (240) 895-7323  
(Located at Pax River Site)

**Important Telephone Numbers**

**DAU, Fort Lee Center**

Commercial: (804) 765-4411  
DSN: 539-4411

**ALMC Official Mailroom Fax**

Commercial: (804) 765-4663  
DSN: 539-4663

**Fort Lee Operator**

Commercial: (804) 765-3000  
DSN: 539-3000

**Fort Lee Lodging Operation Office**

Commercial: (804) 734-6694/98  
Toll Free: (800) 403-8533  
DSN: 687-6694/98

**Carlson Wagonlit Official Travel Office**

Commercial: (804) 733-1460  
Toll Free: (800) 916-3456

**Carlson Wagonlit Leisure Travel Office**

Commercial (804) 733-2137

**Site Facilities and Local Area Information  
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**Groome Transportation (Airport Shuttle)**

Commercial (804) 748-0779

**Taxi**

Commercial (804) 458-2535  
862-1108

**Travel Agents International Office**

Commercial (804) 734-6255

## **Site Facilities and Local Area Information Fort Lee Site, Mid-Atlantic Region, DAU**

### **ARRIVAL AND DEPARTURE**

Students should report to the classroom indicated in their welcome letter in Bldg. P-12500 (Bunker Hall), 2401 Quarters Road, not later than **0750** on the first day of class for orientation. You should not plan to depart from the Fort Lee area until one hour after your scheduled graduation time or from the Richmond International Airport until three hours after your scheduled graduation time.

**If your class is located in Mifflin Hall (Bldg. 5000), please see appendix E additional information, at the end of this document/link.**

### **LOST LUGGAGE**

Before leaving the airport, students should contact the airline and inform them where the lost luggage should be delivered. If you are staying in a motel, it should be delivered to the motel. If you are staying in lodging, it should be delivered to the Fort Lee Lodging Operations Office, Bldg. 8025, so a clerk can sign for it. The clerk will notify students when their luggage has arrived. If luggage has not arrived before the class starts, or for assistance in locating it, contact the Student Services Office on the first day of class.

### **STUDENT ADMINISTRATIVE INFORMATION**

#### **STUDENT POLICY LINK for the Mid-Atlantic Region**

This link contains information on the following subjects: Attire, Attendance & Absenteeism, and Accommodations for Disabled Students, Course Evaluation Questionnaire (CEQ), In-Class Behavior, Student Evaluations, Non-Attribution Policy, Student Grievances, Pre-Course Requirements, Course Materials and Websites of Interest. The Mid-Atlantic Region Student Policy echoes the DAU Student Information. To view the DAU Student Information, please visit the DAU Website @ [http://www.dau.mil/registrar/student\\_info.asp](http://www.dau.mil/registrar/student_info.asp)

### **Firearms**

All privately owned firearms must be registered with the Provost Marshal within 72 hours of arrival at Fort Lee. Firearms may not be kept in post lodging. ALMC/DAU does not have facilities to store firearms. Personnel who desire to bring firearms must make their own arrangements for storage off of Fort Lee property.

### **Graduation Day Adverse Weather**

Classes will be held on graduation day if adverse weather results in a delay of two hours or less. If Fort Lee is closed or there is a delay in excess of two hours, TDY students are advised to depart this duty station when it is practical and safe to do so. Course certificates/diplomas will be mailed to all graduating students.

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### **Fort Lee Site, Mid-Atlantic Region, DAU**

Students with airline reservations should check with their airlines for latest flight information before departing. Highway information may be obtained from local radio and television stations.

#### **Postal Services**

Students attending DAU, Mid-Atlantic Region, Fort Lee Center courses that are longer than two weeks are authorized a mailbox. Students can also receive mail via the Internet while at Fort Lee. See page 11, ALMC Information Center, for details.

Names of students who receive mail and do not have an assigned mailbox, will be posted on a general mail call listing posted outside the ALMC mailroom, room C-134, and on the HHC bulletin board located outside the Student Service Office, room B-135. This list is posted and revised daily.

The Fort Lee Lodging operation cannot accept mail. Packages delivered by Federal Express, United Parcel Service (UPS), Airborne, etc., can be received at the front desk.

If you are scheduled to attend a DAU course at Fort Lee, please use the address below and your mail will be held for you:

DAU MID ATLANTIC REGION FORT LEE CENTER  
**STUDENT NAME, COURSE ACRONYM AND NUMBER**  
BLDG 12500  
2401 QUARTERS ROAD  
FORT LEE VA 23801-1705

Outgoing personal mail should be placed in the mailbox located in front of Bldg. P-12500 (Bunker Hall) at the main entrance. Mail collection is Monday through Friday, 1230, 1530 and 1630, and Saturday, 1430 and 1600.

The ALMC mailroom is located in room C-134 and is open 1030-1630, Monday through Friday. Mailroom phone numbers are (804) 765-4001/4002/4233 or DSN 539-4001/4002/4233. The ALMC mailroom is authorized to provide lockbox and re-route services only.

Postage stamps and other postage needs and services are available at the Fort Lee Post Office, Bldg. 9030, Monday through Friday, 0730-1630, and on Saturday, 0900-1100. The telephone number is (804) 861-0456.

Due to the high cost of postage, DAU, Mid-Atlantic Region, Fort Lee Center, will not ship course materials to a student's home/duty station upon completion of a course.

#### **Student Parking**

## **Site Facilities and Local Area Information**

### **Fort Lee Site, Mid-Atlantic Region, DAU**

Student parking is authorized in the paved, wooded lot east of Bldg. P-12500 and in the Jessup Street lot near the traffic light at the intersection of Jessup Street and Mahone Avenue. Students are not allowed to park in the lots behind Bldgs. P-12500, P-12400 and P-12401. This includes the streets leading into and out of the lots. Valuables should be removed from parked vehicles, and vehicles should be locked at all times.

#### Parking Rules

1. No parking on the grass.
2. All four wheels of the vehicle must be on the asphalt.
3. Park where white lines have been marked for individual spaces.
4. Do not park beside or in front of fire hydrants.
5. Do not park where there are reserved spaces; i.e., marked VIP/Commandant's guest or numbered brown signs.
6. Do not park where there are white diagonal lines. These have been marked for a reason.

#### Handicapped Parking

Students with disabilities may park in the designated parking spaces behind Bldg. P-12500 (in the staff and faculty parking lot). Students must bring a temporary windshield pass/decal with them, or the license plate must be annotated as handicapped. Neither DAU, Mid-Atlantic Region, Fort Lee Center, nor ALMC can issue handicap decals or license plates.

#### **Student Supplied Material**

Students should bring their own paper and pencils to class. Expendable supplies are not issued to students, but may be purchased at the ALMC Bookstore.

#### **Student TDY Travel Advances**

All incoming students are encouraged to get their travel advances before they arrive at Fort Lee or bring their Government-issued credit card. The military pay cell at Fort Lee will not be able to provide travel advances.

#### **Vehicles**

Fort Lee is no longer an open post. Students who do not have DoD stickers on their vehicles will be issued passes at the **Lee Avenue Gate ONLY** upon their arrival to Fort Lee. Students can obtain vehicle passes for duration of the course by visiting the ALMC HHC/Student Services. Students with POVs are required to bring proof of registration, insurance, and a valid driver's license to obtain the vehicle pass. Liability insurance is required by the State in which the vehicle is registered. The State of Virginia has a compulsory liability insurance law. A minimum of \$25,000.00 personal liability and \$5,000 property damage coverage is required.

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### **Fort Lee Site, Mid-Atlantic Region, DAU**

Drivers involved in a vehicular accident on post are required to report the accident to the Provost Marshall, Building 8526. The telephone number is (804) 734-7400/7428.

Accidents that cause damage in excess of \$500.00 or result in personal injury must be reported to the local police department so that the Virginia Division of Motor Vehicles (DMV) can be notified. If the police are not called, students should contact their insurance agent who will notify DMV. There is a requirement that DMV be notified within five (5) days of the accident.

### **Winter Weather Procedures**

In the event of adverse winter conditions (snow, ice storm, blizzard, etc.), the following procedures will apply for both closings and delayed openings:

1. Students should tune to local radio stations (i.e., WHAP - AM 1340 or WRVA - AM 1140) or television stations (WTVR Channel 6, WRIC Channel 8, or WWBT Channel 12). Students staying in Fort Lee Lodging may contact the front desk to determine if adverse weather conditions have impacted Fort Lee operations.
2. Students may also check the WEATHER ADVISORY section of the student message board.
3. If Fort Lee is closed due to inclement weather, ALMC and DAU, Mid-Atlantic Region, Fort Lee Center, will also be closed.

### **Transportation**

Students arriving by automobile may enter Fort Lee via I-95 (Temple Avenue Exit) or I-295 (Fort Lee Exit) through the Lee Avenue Gate off Highway 36 or through Mahone gate from Route 460 (see map). Only vehicles with DoD stickers will be allowed in gates other than the Lee Avenue Gate. All rental or POVs without stickers will be required to get a VISITOR'S pass at the Lee Avenue gate (see VEHICLES). Those arriving by air at Richmond International Airport (RIC) may arrange transportation to Fort Lee and surrounding areas with ROOME TRANSPORTATION or local cab companies. Cost of transportation from RIC to Fort Lee with GROOME TRANSPORTATION is \$29.00 per person. Group rates are available if more than one person is commuting at a time to the same stop. Groome's phone number is (804) 748-0779 and it is located outside the baggage area at the airport. Taxi services are available on post (to include weekends and holidays) and throughout the surrounding area. Taxis also provide airport transportation. Shuttle bus service will be provided by Billeting and the lodging service provider hotel (LSP).

Rate Schedule for Local Taxis:

Between RIC and Fort Lee-\$33.00

TO: the Tri-Cities area-ranges from \$5.00 to \$7.50  
: the Southpark shopping malls-\$5.00  
: Exit 45 and 58 on I-95 hotels-\$13.00

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: Prince George Courthouse area-\$6.50

: Amtrak Train Station in Ettrick-\$8.00

ON POST: \$1.40 per person anywhere on post-\*\*(If the taxi is asked to wait for a passenger on post-\$.20 per minute).

All above fares are for capacity of taxicab (1-5 passengers) from one point of origin to one destination point. Between 2100 to 0600 hours a 50 cent nightly differential exists for off-post fares. Burgess and Rainbow are the contracted companies on post and are required to post a rate chart in all cabs. Phone numbers are listed on page i.

The various hotels offer shuttle service to and from Fort Lee.

Students needing transportation to the airport may sign up with Groome Transportation not later than 1200 on the Wednesday before their departure from Fort Lee. To reserve transportation, student must contact Groome Transportation directly. A telephone for student use is located across from room B-213.

### **CARLSON WAGONLIT OFFICIAL TRAVEL/TRAVEL AGENTS INTERNATION OFFICES**

The Carlson Wagonlit Official Travel Office (Bldg. 12010) is located on the first floor, room 129 of the Soldier One-Stop Center, on the corner of Adams Avenue and 34th Street. The Official Travel Office will assist students needing off-post hotel or motel accommodations in the local area during their stay and provide information and reservation service on all airlines. The telephone number is (804) 733-1460 or toll free 1-800-916-3456. Hours of operation are Monday through Friday 0730-1615, closed Saturday and Sunday.

The Travel Agents International Office is located in the PXtra Mall, Building 9025 on Mahone Avenue. The telephone number is (804) 734-6255. Hours of operation are Monday through Friday 0900-1700, closed Saturday and Sunday.

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**Commercial Lodging Facilities located near the Fort Lee Site (MAR)**

*The following list is provided for informational purposes only and does not represent an endorsement by the Defense Acquisition University, Department of Defense or the US Government.*

- [Best Western Steven Kent - Petersburg](#) - \$  
12205 South Crater Road, Petersburg, VA 23805  
Restaurant - lounge  
Pet friendly
- [Comfort Inn - Petersburg](#) - \$  
11974 South Crater Road, Petersburg, VA 23805  
Swimming pool - restaurant - lounge  
Pet friendly
- [Days Inn Fort Lee - Petersburg](#) - \$  
12208 South Crater Road, Petersburg, VA 23805  
Swimming pool - exercise room  
Pet friendly
- [Econo Lodge South - Petersburg](#) - \$  
16905 Parkdale Road, Petersburg, VA 23805
- [Hampton Inn Southpark Fort Lee - Petersburg](#) - \$\$  
11909 South Crater Road, Petersburg, VA 23805  
Swimming pool
- [Holiday Inn Express Fort Lee - Petersburg](#) - \$  
12001 South Crater Road, Petersburg, VA 23805  
Swimming pool
- [Howard Johnson - Petersburg](#) -  
530 East Washington Street, Petersburg, VA 23803
- [Knights Inn - Petersburg](#) - \$  
900 Winfield Road, Petersburg, VA 23803  
Swimming pool - exercise room - restaurant - lounge
- [Radisson Hotel - Petersburg](#) -  
380 Washington Street, Petersburg, VA 23803



## **Site Facilities and Local Area Information**

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#### **CHILD CARE**

Under Virginia law, it is a misdemeanor for a parent or guardian to neglect his child. A “neglected child” is defined as any child “who is without parental care or guardianship caused by the reasonable absence ... of the child’s parents, guardian, legal custodian or other person standing in loco parentis.” See Sections 18.2-371 and 16.1-228, Code of Virginia.

Fort Lee’s Child Development Center (CDC) offers full day programs for children six weeks to five years of age. There is a waiting list for most childcare programs. You are strongly advised to put your child’s name on the waiting list as soon as possible. Childcare services may not be readily available at Fort Lee or in surrounding civilian communities. The Family Childcare (FCC) program offers care to children four weeks to 12 years of age. Military family members provide services in their Government quarters. The School Age Services (SAS) program offers a before-and-after school and full-day summer fun program for children in kindergarten to 12 years of age. School-age hourly care is available on a space-available basis.

Students coming to Fort Lee in a TDY or PCS status should call the Central Registration Office at (804) 765-3852 to put their children’s names on the future needs list before they arrive. Parents must register their children before receiving childcare services. Updated immunization records and original birth certificates are required at time of registration.

More information on Fort Lee’s childcare program can be found on the web at:  
<http://www.leemwr.com>

If a student fails to obtain child care services within a reasonable period of time, the Assistant Commandant, ALMC, may relieve the student from the course for cause. Relief for cause is a permissible administrative response to a student who fails to provide adequate supervision for his minor children.

#### **PET CARE**

Pets are not permitted in the Fort Lee Lodging facilities. All pets living on post must be registered within three days at the Veterinary Treatment Facility (VTF) after arrival to Fort Lee. Proof of current vaccination is required or your pet/pets will need to be vaccinated. Please be sure to bring your pet/pets veterinary treatment records.

All pets must have protection from the elements (wind, rain and sun) with food and water. Military personnel living off post must have a dog license from their local city and current vaccinations. City ordinance and Fort Lee Supplement to AR 40-905 require immunization of dogs, cats and horses against rabies. All dogs and cats must be on a leash at all times when outside fenced pens (housing restrictions apply). Any pets kept on post must also be registered with the housing office. Animals are not allowed in play grounds, tot lot areas, public buildings, swimming pools, sports areas, tennis courts, golf courses, parade grounds, public gatherings or in post lodging.

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Animals found running loose on Fort. Lee will be picked up by the MP's and taken to the Fort. Lee Impound Facility, Bldg. 11027. The animals are held three working days before becoming Government Property and either humanly put to sleep or adopted by new owners. Note: Animal abandonment is punishable under the Code of Military Justice System (IAW AR 40-905) and Virginia State Law. Additional information on Fort Lee facilities for pet care can be found on the Veterinary Treatment Facility web page:

<http://www.leemwr.com>

## **ALMC FACILITIES**

### **ALMC Cafeteria**

The ALMC cafeteria, located in B-wing, Bldg. 12500, offers a variety of items, including hot entrees served daily, grilled items and Robin Hood sandwiches. For hours of operation, see Appendix A.

### **Bookstore**

The ALMC Bookstore, an Army and Air Force Exchange Service (AAFES) facility, is available in Bldg. 12500. All students are authorized to purchase books, paper, pencils and other supplies directly related to their class work. Civilian students must show a copy of their TDY orders when making a purchase.

Military students may purchase software at an academic price with an ID and a copy of orders stating their attendance at an institution of higher learning. Civilians may purchase software at an academic price with a picture ID and a copy of orders stating attendance at ALMC. The hours of operation are from 0730-1500, Monday through Friday. The telephone number is (804) 861-6598.

### **Library**

The Army Logistics Library is located on the second floor of Bldg. 12500, Room B206. The library hours are Monday through Thursday, 0800-1900, and Friday, 0800-1630. The library is closed for federal holidays. Material in the library is selected to complement the courses and further understanding of logistics management and general politico-military subjects. Current newspapers and magazines also are available.

The library is available to both civilian and military personnel. Access to the library's online resources is through the Army Logistics Library web page located on the ALMC Homepage web site: <http://www.almc.army.mil/library>

### **Information Center**

ALMC's Information Center (IC) is located in room C-207 and is equipped with 19 Pentium II personal computers and two laser printers. Laser printers are connected to all PC workstations via the local area network (LAN). All PCs are connected to the LAN

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and may be used to access the World Wide Web. There is also a laptop/notebook printer station available in this room.

The IC hours of operation are 0630-2000, Monday through Friday. IC users are required to sign the log for each visit (indicating the time of the visit, course and the IC resource being used). IC users are required to comply with the regulations governing the use of software and Government-owned computers.

Software available for use in the IC includes the following: Microsoft NT 4.0 is the operating system software for the 26 computers or stations. All of the stations have Office 97 (MS Word, Excel, PowerPoint and Access), Adobe Acrobat Reader, Internet Explorer and OPLOG Planner.

The following software is available for use at various stations: WordPerfect 6.0 for Windows, HG for Windows 1.03, Lotus 4.0 for Windows and Jetform Filler.

If all the PCs in the IC are in use, the simulation rooms on the first floor of B-wing have computers that may be used if the rooms are not scheduled. The computers in these rooms have Office 97 Professional software. Some simulation rooms have a laser printer.

Students needing e-mail accounts while in class at ALMC should register for a free e-mail account at one of the following Internet sites:

<http://www.hotmail.com>  
<http://netadress.usa.net>  
<http://www.yahoo.com>  
<http://www.lycos.com>  
<http://www.us.army.mil>  
<http://www.email.com>  
<http://www.excite.com>

The above sites can be reached via Internet Explorer on all stations in the IC.

### **Chaplain**

The ALMC Chaplain is on duty in room C-330, Bldg. 12500 and can be reached at (804)765-4720.

## **FORT LEE SERVICES AND FACILITIES**

[\*\*Ft Lee Lodging Operations\*\*](#)  
[\*\*Medical and Dental Care\*\*](#)

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#### **Post Exchange (PX)**

AAFES operates the Community Shopping Center in Bldg. 1605, 300 A Avenue. Hours of operation are Monday through Saturday, 0900-2100 and Sunday, 1000-1800. This facility offers clothing, shoes, jewelry, giftware, luggage, power zone, music, stationery, health and beauty care, cosmetics, linens, housewares and snacks. The telephone number is (804) 861-5970/5971.

The PXtra is located in Bldg. 9025 at Mahone Avenue and Battle Drive. Hours of operation are Sunday through Thursday, 0700-2200, and Friday through Saturday, 0700-2400. This facility offers furniture, mattresses, appliances, stationery, music, snacks, frozen food, liquor, wine, beer, ice, video rental, Western Union, money orders. The telephone number is (804) 862-3154.

All civilians on TDY are authorized limited PX privileges. (A copy of TDY orders and billeting key must be shown when making purchases.)

#### **Commissary**

Civilian students on TDY at ALMC are NOT authorized to use the Fort Lee Commissary. Hours of operation are Tuesday through Friday, 1000-1930; Saturday, 0900-1700; Sunday, 1100-1700, and closed; Monday.

#### **Military Clothing Sales Store (MCSS)**

Fort Lee boasts one of the finest MCSS in the military retail system. It is collocated in Bldg. 9025 with the PXtra and the Alteration Shop. Its hours of operation are Monday through Saturday, 0700-1900, and Sunday, 1000-1800. The telephone number is (804) 861-6223.

#### **Concession Operations**

Concession operations in Bldg. 1605 (Main PX) include a barbershop, beauty shop, cellular phone shop, flower shop, optical shop, nutrition center and specialty shop. Concession operations in Bldg. 9025 (PXtra) include a barbershop, beauty shop, laundry and dry cleaner, long distance phone center and Sprint's barracks phone. See [Appendix E](#) for telephone numbers and hours of operation.

#### **Army Community Services (ACS)**

Pots, pans, dishware, iron, and ironing boards are available through the lending closet at ACS, Bldg. 9023, on Mahone Avenue. These items may be checked out for 30 days. ACS requires one copy of official orders when checking out these items. ACS items are only available to U.S. service members in a PCS status. The lending closet hours of operation are Monday through Friday, 0800 to 1500. They are closed for lunch from 1200 to 1300. For information on other ACS, call (804) 734-6388.

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#### **Banking and Check Cashing**

SunTrust operates two automated teller machines (ATM's) at the main bank, and one each at the following locations:

Commissary Branch (Bldg 1600),  
Community Shopping Center (Main PX, Bldg. 1605),  
The Medical Aid Center (14th and B Ave),  
The Quartermaster Museum (Bldg. 5218),  
D.E.C.A. (Bldg. 11200),  
The Bowling Center (Bldg. 9040),  
Fort Lee Lodging (Bldg. 8025),  
The Regimental Club (Bldg. 2609),  
CASCOM (Bldg. 10500),  
ALMC (Bldg. 12500),  
The PXtra (Bldg. 9025)

For further information, contact SunTrust at (804) 862-2500 or (804) 541-2926, or call SunTrust Customer Service at 1-800SUNTRUST (800-786-8787) 24 hours a day, 7 days a week.

Military students also may cash checks at the cashier's cage at the Community Shopping Center (Main PX, Bldg. 1605) with proper ID and travel orders. The limit for personal checks, drawn upon an established account, is \$300 per day and \$500 for Government checks. The hours of operation are Monday through Saturday 0900-2100 and Sunday, 1000-1800. The Customer Service area at the PXtra (Bldg. 9025) provides Western Union services. The Fort Lee Officers' and Civilians' Club and the Fort Lee Regimental Club (NCO) also offer check-cashing services for club members.

#### **Service Station**

The service station is located at A Avenue and 6th Street. The hours of operation are Monday through Friday, 0700-1900, and Saturday, 0930-1800 and Sunday, 0930-1800. The telephone number is (804) 861-6794. In addition to gasoline, this facility provides a full range of maintenance and repair services, Virginia State inspections and new tire and battery sales in Bldg. 1650. The service bays are closed on Sundays. All ALMC students may use the service station on an emergency basis. Routine use is available only if student orders authorize exchange privileges. Call (804) 861-6621/6794 for an appointment.

#### **Shoppette Store**

The Jackson Circle Shoppette, located in Bldg. 19000, across from the Lee Avenue gate, is open Monday through Friday, 0730 – 2100, and Saturday and Sunday, 1100 – 2100. The telephone number is (804) 861-5540.

#### **Dining Facilities**

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In addition to the ALMC Cafeteria, other on-post dining facilities include: PX Food Court (Bldg. 1605), PXtra Food Court (Bldg. 9025), Burger King (Bldg. 4309), Golf Course Snack Bar (Bldg. 11810), Bowling Center Snack Bar (Bldg. 9040), the Fort Lee Officers' and Civilians' Club (Bldg. 9009), Nothin' Fancy (Bldg. 9009), and the Fort Lee Regimental Club (Bldg. 2609). See APPENDIX A for hours, locations and phone numbers.

#### **Regimental Club (NCO)**

The Fort Lee Regimental Club, Bldg. 2609, is available to military personnel in ranks E1 through E9 (except AIT students), civilian employees, and TDY personnel. Personal checks will be cashed up to \$100 per day for permanent party personnel and \$50 per day for TDY personnel. Features include a monthly Comedy Nite with comedians from BET Comic View and Karaoke every Wednesday with a quarterly contest. The Denniston Lounge has a D.J. every night with a variety of music. The Jazz Lounge is open on Wednesday and Friday nights with great jazz served up by a D.J. or a live combo. Service charge for DJ'S (DISCO) entertainment on Friday and Saturday is \$5 per person. Charges are subject to change. Would you like to have a class party or any other private affair? This is the ideal place with indoor and outdoor availability.

For more information, phone (804) 765-1523 or 765-1539. The club is closed on Tuesday. The Regimental Retreat is located on C Avenue, Bldg. 3509.

#### **The Lee Club**

The Lee Club is located on the corner of Mahone Avenue and Battle Drive in building P-9009, (804) 734-7545/7. Office hours: Mon-Fri, 8:30 a.m. - 5:00 p.m.. The Lee Club caters to a variety of functions from parties to weddings to military balls. For more information, see [APPENDIX A](#). For a list of activities offered at the Lee Club, see the MWR web page at <http://www.leemwr.com> and click on the Lee Club icon.

#### **Public Affairs Office**

The Fort Lee Public Affairs Program exists to keep the entire Fort Lee community informed. This community includes soldiers, civilian employees, retirees and their family members. PAO, Bldg. 5228, 500 Lee Avenue, is the primary point of contact for releasing information to civilian media, conducting interviews between civilian reporters and Fort Lee soldiers and civilian employees and speaking engagements in the local community. PAO also can provide guidelines for requesting coverage of unit events and activities in both internal and external media. The telephone number is (804) 734-4547 or DSN 687-4547. Their website, for additional information on Fort Lee Activities and the communities around Fort Lee, can be found on the Fort Lee Homepage at: <http://www.lee.army.mil>.

#### **Post Newspaper**

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The Fort Lee Traveller is the official newspaper for Fort Lee. It is printed weekly through an enterprise contract with Military Newspapers of Virginia and is distributed on Thursdays. The Traveller is available in racks at numerous locations, including the Community Shopping Center (Main PX), Commissary, Bowling Center, Post Office, gas station and shoppette, as well as delivered to all post-housing units. The deadline for submitting articles and announcements to the Traveller is noon on Friday of the week before publication. Submissions may be dropped off at the PAO, Bldg. 5228, or mailed to the Public Affairs Office, 500 Lee Avenue, Fort Lee, VA 23801-1531.

### FT LEE LODGING OFFICE

***You must obtain your own lodging.*** DAU civilian students reporting to Fort Lee are encouraged to use the government lodging facilities. DAU military students may be required by their command to use government quarters. Students who are directed or wish to use government quarters must call the Fort Lee Lodging Operations Office 30-60 days before the class start date to determine availability of on-post quarters during training. The telephone numbers are ***DSN: 687-6694/6698 or (804) 734-6698/94 or 1-800-403-8533*** or e-mail: ***[www.leemwr.com](http://www.leemwr.com) or [lodging@lee.army.mil](mailto:lodging@lee.army.mil)***. If government quarters are available, a confirmation number will be issued. If government quarters are not available, Fort Lee Lodging will advise the traveler to call Army Lodging Central Reservations Center (1-800-GO-ARMY) for reservations at a local contract hotel. In the event that local contract hotel rooms are not available, the central reservations center will issue a non-availability number. Travelers obtaining a non-availability number from the Central Reservations Center may contact the Carlson Wagonlit Official Travel Office, Bldg. 12010, for off-post hotel accommodations during their course stay and for information and reservation services on airlines. The telephone number is (804) 633-1460 or toll free 1-800-916-3456. Their hours of operation are Monday-Friday 0730-1615, closed Saturday and Sunday.

Government quarters student reservations will not be held beyond 1800 EST without a credit card guarantee. If a reservation is cancelled before 1800 on the arrival date, the student will be given a cancellation number and no charges will be made to their account. If a student fails to arrive or fails to cancel before 1800 on the arrival date, a one night room charge will be applied to their account. On-post check-in time starts at 1500. Check-out time is 1200 Monday-Saturday and at 1000 on Sundays and Holidays. All on-post lodging rooms have refrigerators and microwave ovens or stoves. Dishes, pots, pans, etc. are not provided.

### HEALTH AND FITNESS

#### Clark Fitness Center

Clark Fitness Center, Bldg. 2414, features the following: a free-weight training room, a machine room with Nautilus, a full line of Life circuit computerized weight-training equipment, Lifesteps, treadmills and Nordic Track ski machines; five racquetball courts; two full-basketball courts; full locker rooms with saunas for men and women and equipment checkout.



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Classes for aerobics and karate are also available for a nominal fee. Summer hours (1 June–30 September) are Monday through Friday, 0515–1330 and 1530–1845; closed Saturday, Sunday and holidays. Winter hours (1 October–31 May) are Monday through Friday, 0515–1330 and 1530–1845; closed Saturday, Sunday and holidays. For additional information call (804) 765-3635.

#### **MacLaughlin Fitness Center**

This fitness center located in Bldg. 4320 offers a weight-training room, a machine room with Nautilus, Lifesteps, treadmills and Nordic Track ski machines; four racquetball courts; two basketball courts; full locker rooms with saunas for men and women and equipment checkout. During the summer months (1 June–30 September) the facility is open Monday through Friday, 0530–0900 and 1100–2130, and Saturday, Sunday and holidays from 0800–1800. During winter hours (1 October–31 May) are Monday through Friday, 0530–0900 and 1100–2130 and Saturday, Sunday and holidays (except for Thanksgiving and Christmas), 0800 – 1800. Classes including aerobics and karate instruction are available. Tanning equipment is also available for customers. For additional information about this facility, call (804) 734-3070.

#### **Swimming Pools**

The Battle Drive Community outdoor pool (located behind the Lee Club) opens Memorial Day weekend and runs through Labor Day weekend. Daily fees are \$4.00 per visit.

Sports/Recreation Division also operates the Hartman In-Door Pool, located in Bldg. 8021 at Lee Avenue and Corps Road. Hartman pool features a 6-lane, 25 meter heated pool, a weight room with free weights, Nautilus, exercise bike, and a state-of-the-art step machine. Hours of operation are Monday-Friday, 0600-0800 (early morning lap swim), 1000-1200 for open swim. Hartman pool is closed on Saturday and Sunday. Fees are good for both pools. For additional information, please call (804) 734-6747.

The Hartman Pool Complex also features an indoor, 6-lane; 25-meter heated pool with a one-meter diving board. A weight room with free weights, Nautilus, exercise bike and state-of-the-art step machines is also at the pool. Hours of operation for the winter (30 September – 31 May) are Monday through Friday, 0600-0800 and 1000-1300, Saturday 1200-1700, closed on Sunday. Summer hours are Monday through Friday, 0600-0800 (early bird lap swim), 0800–1000 (scheduled activities) and 1000–1300 (lap swim). Scheduled activities include Monday, Wednesday and Friday, 1000–1100 (Aqua Aerobics) and Saturday and Sunday, 1200–1700 (Open Swim). Call Hartman Pool to verify status of either pool during inclement weather or for additional information at (804) 734-6747.



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## **RECREATION AND WELFARE**

### **Automotive Shop**

The Automotive Craft Shop, Building 9035, offers a wide range of self-help services including computer engine analysis, air conditioning repair, tire balancing, oil changes and general maintenance. Auto detailing includes a variety of cleaning services for your auto at a nominal fee. These services include auto upholstery replacement, washing, waxing, engine cleaning, vacuuming and shampooing car interior. They also have a long-term parking/RV lot. The cost is \$20.00 for small vehicle parking a month. Call for more details. Their regular hours of operation are Thursday and Friday, 1300-2000, and Saturday and Sunday, 0900-1600. Their telephone number is (804) 734-6858.

### **Outdoor Recreation Center and Equipment Rental Center**

Outdoor Recreation/MWR Equipment Rental Center, Building 15014, rents recreational equipment and lawn equipment, features ranges for archery, skeet, trap, sporting clays, pistol/rifle shooting, and offers equipment/facilities for parties and picnics. Outdoor Recreation and Equipment Rental Center hours of operation are as follows: 1100-1700 Monday, Wednesday, and Friday (Closed on Tuesday, Thursday, Saturdays, and Holidays). The telephone number is (804) 765-2212. Wednesday through Sunday you can call (804) 765-2210, from 1200 to 1700 and find out the hours of operations/cost of hunting, traps/skeet ranges, archery ranges and pistol/rifle ranges.

### **Outdoor Recreational Hazards**

Virginia offers a variety of outdoor recreation activities; however, there are always some dangers. Students planning to spend some time camping, hiking or just picnicking must be aware of the ever-present insects and ticks in Virginia. Dress appropriately and apply repellent.

### **Bowling Center**

The Bowling Center is located in Bldg. 9040 behind the PXtra (Bldg. 9025). Active and retired military personnel, their dependents, reservists, National Guard and civilian students may use the facility. (Civilian students must present a copy of their orders.) Hours of operation are Monday through Thursday, 1100- 2200 and Friday and Saturday, 1100-2400 and Sunday (which is "Penny-A-Pin Day" all day-with any game of 200 being free), 0900-2200. The Snack Bar is open the same hours and offers hot and cold sandwiches, appetizers and beverages. On Friday and Saturday night from 1800-2400 Glow-n-Motion is featured. For further information, call (804) 734-6860/7485.

### **Golf Course**

The Golf Course, Bldg., 11810, is located at A Avenue and 41st Street. Students in a TDY status may purchase a TDY Monthly Membership (a copy of student's orders will be required) or pay daily fees to use the facility. Rental clubs and carts are available at a

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nominal fee. The hours of operation for the Pro Shop are 0700-dusk. The Snack Bar is open during the summer months (April through September) from 0700-1500 and during the winter months (October through March) from 0700-1400. Twilight green fees are offered with the time dependent on the time of year. For additional information call (804) 734-1228/2899.

#### **Lee Playhouse**

Lee Playhouse, Bldg. 4300 offers the community a live theater with volunteer actors from the surrounding area. Each season four main stage theatrical productions and four children's theater shows are featured. For a show schedule or to make reservations call 734-6629. Also, check out the MWR web page at <http://www.leemwr.com> for the 2000-20001 Season for Lee Playhouse.

#### **Quartermaster Museum**

The Quartermaster Museum (Bldg. 5218) is a three-dimensional visual history book of the Quartermaster (QM) Corps. Reflected in the exhibits are past and present QM responsibilities for supply and service, subsistence, mortuary affairs, petroleum and water, aerial delivery, field services, and galleries portraying former missions such as clothing, heraldry, construction engineering, horse and mule remount, and transportation. In May 2003, the Quartermaster Supporting Victory Gallery was opened to portray the role of the Quartermaster Corps in wartime.

Hours of operation are Tuesday through Friday, 1000-1700, and Saturday and Sunday, 1100-1700. The museum is closed on Mondays, Thanksgiving Day, Christmas Day and New Year's Day. The telephone number is (804) 734-4203.

#### **US Army Women's Museum**

The Army Women's Museum is a new state-of-the-art facility and you will found no prouder women than those whose history comes to life in this unique museum. The history of women in the Army spans from the American Revolution until today-where women are serving in a variety of positions all around the globe. Through exhibits, interactive displays, films, and archives, we trace the history of the women who served as air service pilots of WWII, in the Women's Army Corps, the Army Nurses Corps, and those presently serving in the Army today. Hours of operation are Tuesday-Friday, 1000-1700, and Saturday and Sunday, 1100-1630. The museum is closed on Mondays, Thanksgiving Day, Christmas Day and New Years Day. The numbers to call for group visitation are (804) 734-4327 or (804) 734-4326.

## **RELIGIOUS SERVICES**

#### **Chapels**

There are several chapels at Fort Lee for Protestant and Catholic services. Notices of religious services are published each week in the post newspaper, Traveller. The Student

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services Office maintains a listing of religious services and activities. Additional information also may be gained by calling (804) 734-6494. Chapels are open daily during normal duty hours for private worship and devotion.

Chapel locations are as follow:

Memorial Chapel - Sisiski and Battle Drives, Bldg. 10600, 734-2505

Patriot Chapel - C Avenue, Bldg. 3614, 734-6608/3383

Heritage Chapel - 6th and C Avenues, Bldg. 2607, 765-3211/2592

#### **Catholic**

Memorial Chapel - Saturday, 1700 Mass (for Sunday); confessions every Saturday at 1800 and when requested; Sunday, 0845 and 1200 Mass; Monday through Friday, 1130 Mass.

Patriot Chapel - Sunday, 1030 Mass.

Catholic Language Masses: Spanish Mass, 1400, 3rd Sunday of each month at Memorial Chapel; Korean Mass, 1830, 1st Saturday of each month at Memorial Chapel.

#### **Protestant**

Memorial Chapel - Sunday, 1015, Collective Protestant.

Heritage Chapel - Sunday, 0845, Collective Protestant.

Heritage Chapel - Sunday, 1115, Gospel.

Patriot Chapel - Sunday, 0830, Collective Protestant.

Church of Jesus Christ of Latter Day Saints (Mormon)

Church services held in Prince George (Route 156) on Sundays, 0900-1200; soldier pick-up point is Lee Playhouse, Bldg. 4300, at 0830.

#### **Islamic Services**

Contact the Installation Chaplain's Office (734-1187) for referrals.

#### **Jewish Services**

Fridays at 2000 and Saturdays at 1000 at Congregation Brith Achim, South Boulevard, Petersburg. Call 732-3968 for more information.

#### **Duty Chaplain**

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For emergencies only, call 734-7608.

**APPENDIX A**

**FORT LEE FOOD FACILITIES**

Clubs, Cafeterias, and Snackbars throughout Fort Lee

**PXTRA (Bldg. 9025)**

Anthony's Pizza (861-6480)

Mon-Sat 1030-1900

Sun 1030-1700

Robin Hood Deli (861-6480)

Mon-Fri 1030-1900

Sat 1030-1600

Sun 1030-1700

Food Court #2 (862-4642)

Mon-Sat 1100-1900

Anthony's Pizza #2 Sun 1100-1700

Robin Hood #2 Mon-Sat 1100-1800

Sun 1100-1700

B.K. Express Mon-Sat 0800-2000

Sun 1000-1800

Burger King (Bldg. 4309) (733-3839)

Mon-Thurs 0630-2100

Fri 0630-2200

Sat 0700-2200

Sun 0800-2100

**GOLF COURSE**

SNACK BAR Mon-Sun 0600-1700

(Bldg. T-11810)

**ALMC CAFETERIA**

**Site Facilities and Local Area Information  
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Mon-Thus 0630-1300 Full Service  
(Bldg. 12500) 1300-1400 Limited Svc  
Fri closes at 1300

**OFFICERS' AND CIVILIANS' CLUB (Bldg. P-9009)**

Breakfast Sun (Brunch) 1030-1330

Lunch Tues-Fri 1130-1300  
Sat, Sun, Mon., and Holidays CLOSED

Dinner (only) Tues 1800-2000

Lounge Entertainment  
Wacky Wednesday 1700-2200  
(Retro 80's) Fun Friday 2030-2400

**FORT LEE LEASURE CLUB (NCO) (Bldg. P-2609)**

Breakfast Mon, Wed, Fri 0800-1100  
Lunch Mon, Wed, Fri 1130-1300  
Lounge Mon-Thurs 1630-0100  
Fri and Sat 1630-0200  
Sun 1800-2400  
Late Night Buffet Fri 2100-0100  
Theme Dinner Specials as advertised during the month  
Bingo Mon and Wed 1845  
NOTE: Hours of operation are subject to change. Check the Fort Lee weekly paper, Traveller, for up-to-date hours of operation.

**APPENDIX B**

**SHOPPING MALLS**

**SOUTHPARK MALL (COLONIAL HEIGHTS) Northeast of  
Petersburg/Northwest of  
Fort Lee**

1. Follow I-95 North. Immediately after crossing the Appomattox River, take the Southpark Boulevard exit OR 2. From the Main Gate, take Route 36E (turn right) towards Hopewell, turn left at the first light onto Route 144/Temple Avenue and continue to the mall (4th light).

**CLOVERLEAF MALL (CHESTERFIELD COUNTY) Southwest of Richmond**

Follow I-95 North to Chippenham Parkway (Route 150 North). Take 150 North to the second Midlothian exit (US Route 60 West). Get immediately in the left lane. Mall is at first light.

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**CHESTERFIELD TOWNE CENTER (CHESTERFIELD COUNTY) Southwest of Richmond**

Follow directions above for Cloverleaf Mall to US Route 60 West. Continue on 60 West past Cloverleaf Mall for approximately 5 miles. Mall is on the right.

**REGENCY MALL (HENRICO COUNTY) Northwest of Richmond**

Take I-95 to I-64 West (toward Charlottesville). Follow I-64 to second Parham Road exit. Take Parham Road south approximately 1-1/2 miles. Mall is on the right.

**THE POTTERY (LIGHTFOOT/WILLIAMSBURG) East of Richmond/Northwest of Williamsburg**

1. Take Route 36 East (from Main Gate, Fort Lee). Go through Hopewell to Route 10. Turn right on Route 10. Follow signs to the plantations and Benjamin Harrison Bridge (James River). After crossing the bridge, take Route 5 East (toward Williamsburg). Approximately 3 miles after crossing the Chickahominy River, turn left on Route 614 North to Lightfoot. Take 614 to Route 60 and follow the signs to the Pottery. OR 2. Take Route 36 East to I-295 North to I-64 East, get off at Exit 234 to Lightfoot. There are numerous outlet stores and malls along Route 60 into Williamsburg.

**APPENDIX C**

**Directions to DAU, Mid-Atlantic Region, Fort Lee Center**

**From Northern Virginia:** follow Interstate 95 South to I-295. From I-295 take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Immediately move over to the center or left lane (right lane turns right only). Pass through four traffic lights, turn left at the fifth light, and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right. Follow the road around to Bldg. P-12500.

**From Eastern Virginia:** follow Interstate 64 West to Interstate 295 South. Take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Pass through four traffic lights, turn left at the fifth light, and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right. Follow the road around to Bldg. P-12500.

**From Western Virginia:** take Interstate 64 East to Interstate 95 South. Follow Interstate 95 South toward Petersburg. Take exit 54, Temple Avenue (Route 144), turn right on Temple Avenue. Pass through four traffic lights and take a right at the fifth traffic light, which is River Road. Follow River Road to the end, and turn right on Route 36 West. Turn left at the next traffic light and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto

## **Site Facilities and Local Area Information**

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Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right. Follow the road around to Bldg. P-12500.

**From Richmond Airport:** take South Airport Drive to Interstate 64 East. From Interstate 64 take Interstate 295 South. Take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Pass through four traffic lights, turn left at the fifth light and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right. Follow the road around to Bldg. P-12500.

**From North Carolina via Interstate 95:** take exit 50A, Fort Lee/Route 460 East. Turn left on Hickory Hill Road (Route 109) and follow for 1 mile. Enter Fort Lee and make a right at Jessup Street (first traffic light). Turn right at stop sign onto Quarters Road. Student parking is on the right. Follow the road around to Bldg. P-12500.

**From North Carolina via Interstate 85:** take exit 68, Interstate 95 South/Route 460 East. Follow the signs for Route 460 Business/County Drive/Norfolk. Turn left on Hickory Hill Road (Route 109), and follow for 1 mile. Enter Fort Lee and make a right at Jessup Street (first traffic light). Turn right at stop sign onto Quarters Road. Student parking is on the right. Follow the road around to Bldg. P-12500.

## **APPENDIX D CONCESSION OPERATIONS**

### **BLDG. 9025 (PXtra)**

1. Barber Shop (861-6060)  
Mon-Sat: 1000-1900
2. Beauty Shop (861-6808)  
Mon-Thu: 1100-1800  
Fri-Sat: 1000-1800  
Sun: 1100-1700
3. Candy Shop (861-2800)  
Mon-Sat: 1000-1900  
Sun: 1100-1700
4. Cyber net Café (862-9433)  
Mon-Sat: 1000-2100  
Sun: 1000-1800
5. Dry Cleaning (863-4785)  
Mon-Sat: 1000-1900  
Sun: 1100-1700
6. Ethnic Art (861-3751)  
Mon-Sat: 1000-1800  
Sun: 1100-1800

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7. Gold Outlet (863-2318)  
Mon-Sat: 1000-1900  
Sun: 1100-1700
8. Kings Computer Technology (732-1880)  
Mon-Tue: 1000-1900  
Wed & Sun: Closed  
Thur-Fri: 0900-1900  
Sat: 0900-1600
9. T-Shirt Shop (861-6942)  
Mon-Fri: Varies (Call for appt)

**Bldg P-1605 (COMMUNITY SHOPPING CENTER)**

1. Main PX (861-5970)  
Mon-Sat: 0900-2100  
Sun: 1000-1800
2. Alltel (732-6882)  
Mon-Sat: 0900-19000  
Sun: 1100-1700
3. Barber Shop (861-6161)  
Mon-Sat: 0900-1900  
Sun : 1100-1700
4. Beauty Shop (861-0965)  
Mon-Sat: 0900-1900  
Sun: 1100-1700
5. Candy Shop (863-2340)  
Mon-Sat: 0900-1900  
Sun: 1100-1700
6. Class Six (861-5970)  
Mon-Sat: 0900-1900  
Sun: 1000-1800

**Bldg P-1600**

1. Commissary(765-2254)  
Closed Monday  
Tue-Fri: 1000-1930  
Sat: 0900-1700  
Sun: 100-1700
2. Dollar Plus (861-6100)  
Mon-Sat: 0900-19000900-1900  
Sun: 1100-1700
3. Florist (732-7673)  
Mon-Sat: 0900-1900  
Sun: 1100-1700



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4. GNC (957-4961)  
Mon-Sat: 1000-1900  
Sun: 1100-1700
5. Market Place #1 & #2 (861-0015)  
Mon-Sat: 0900-1900  
Sun 1100-1700
6. Noah's Ice Cream  
Mon-Sat: 1100-2100  
Sun: 1100-1900
7. Optical Shop (861-5696)  
Mon-Sat: 0900-1900  
Sun: 1100-1700

**Bldg. 4320**

1. Picture Perfect Frame Shop(765-3060)  
Mon: Closed  
Tue-Wed: 1400-1700  
Thu-Fri: 1200-1700  
Sat: 1000-1400
2. Specialty Shop (861-6942)  
Mon-Sat: 0900-1900  
Sun: 1100-1700

**BLDG. 5000 (Mifflin Hall)**

1. Barber Shop (734-4415)  
Mon-Fri: 0900-1700  
Sat-Sun: Closed
2. Mifflin Hall Food Bank 24 hours

**BLDG. 8525 (Behind the Military Police Station)**

1. Barber Shop (861-6060)  
Mon-Fri: 0900-1700  
Sat-Sun: Closed
2. Laundromat 24 hours

**APPENDIX E Mifflin Hall (Bldg. 5000)**

Transportation to Mifflin Hall: Transportation will be the responsibility of the student.

Telephones: A telephone for student use is available on the first floor of Mifflin Hall near the vending machines. You will need to obtain a telephone personal identification number (PIN) from your course manager in order to place official business DSN or commercial calls.

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Elevator: An elevator is available on the first floor, across from vending machines.

Mifflin Hall Food Bank: A wide variety of vending machines are located on the first floor. Food is not allowed in the classrooms in Mifflin Hall. Beverages with lids are allowed as long as lids remain on cups at all times.

Desks should be straight and immediate areas should be cleared at the end of each day.